

Langley HS Guest Speaker Approval Form

Sponsor _____

Date Submitted _____

Requesting Club/Activity: _____

Name of Speaker/s _____

Brief Biography: How/Why is this speaker qualified to speak to our students? What organizations are he/she a member of and/or affiliated with? Has he or she presented to high school students previously?

Social Media Accounts on Facebook, Twitter, etc. (please list): _____

Proposed Date for Speaker Visit and Duration of Speech (at least 3 weeks advance notice is required): _____

Message/Purpose/Materials: Please be Specific:

According to Langley guidelines, the following factors are taken into consideration when considering approval:

- a. The educational value of the proposed program or address.
- b. Appropriate to the age and maturity level of the students.
- c. If the proposed speech meets FCPS regulations, especially FCPS Regulation 3280.4.

Approved _____

Not Approved _____

Parental approval form needed (Y/N) _____

Signature of Director of Student Activities: _____

Signature of Principal: _____

Expectations and Policies Regarding Clubs and Guest Speakers

All club activities and invited speakers must adhere to FCPS regulations, including Regulation 3280.4 *Controversial Issues* (go to <http://www.boarddocs.com/vsba/fairfax/Board.nsf/goto?open&id=867SLM2A919B>) . All club activities are also bound by FCPS *Student Rights and Responsibilities*. To ensure compliance, all potential speakers must be initially vetted by club sponsors and the DSA by completing and submitting the attached **Club/Extracurricular Activity Guest Speaker Approval Form** that must be approved before an invitation is made. All invitations to speak will be made by club sponsors and must adhere to the parameters presented in the speaker request form.

Once a speaker is approved by the DSA and the school principal, a date for the speaker's visit will be set. Each club will decide whether to promote the visit or not and whether to move it to a larger venue. If it is decided to keep the speaker's visit in their normally scheduled meeting venue, then the number of participating students and staff--in addition to their sponsor or sponsors--must be capped to respect the fire code. Regular club members (those that attend meetings on a routine basis) will be given first priority if space is an issue. It is also expected that all participating students are there to learn about the club and/or issues pertinent to the club and not to disrupt the operation of the club according to FCPS *Student Rights and Responsibilities*. It is the responsibility of the club sponsor and the Director of Student Activities (as needed) to ensure that the invited speaker does not deviate from the pre-approved message and/or materials articulated on the **Club/Extracurricular Activity Guest Speaker Approval Form**.